

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

BENTON FIRE PROTECTION DISTRICT NO. 4

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

BENTON FIRE PROTECTION DISTRICT NO. 4

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DISTRICT FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF *

FIRE SAFETY OFFICER *

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HUMAN RESOURCE OFFICER *

*Competitive class

**Promotional class

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Original Adoption: 10-17-00

Revision Dates: 04-23-02, 10-16-03, 02-21-08, 05-21-12, 05-23-16, 12-01-16,
05-23-19, 03-03-22

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class require frequent supervision, receiving specific instructions and direct supervision from a Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines and directing fire streams, forcible entry, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Administers advanced first aid and emergency care to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Testifies in court.

Completes forms and records as required. Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required.

Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, and providing information to the public concerning the work of the fire department. Participates in fire inspections.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be at least 18 years of age.

Must possess a valid driver's license.

Firefighter/Operator BN

Original Adoption: 10-17-00

Revision Dates: 04-23-02, 06-04-02, 09-16-04, 07-22-08, 01-20-11, 10-17-13, 07-17-14,
04-19-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station or all department operations on one shift. Answers fire alarms from dispatcher, recording all pertinent information. Communicates with dispatcher from the fire scene and directs emergency scene operations until relieved by a superior officer. Serves as fire safety officer. Performs size-up of an emergency scene, and supervises subordinate employees in search and rescue, emergency medical procedures, forcible entry, ventilation, protection of exposures, ladder operations, use of water supplies, sprinkler and standpipe systems, nozzle and hose handling, hazardous materials, and salvage and overhaul. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Inspects the appearance of assigned equipment and personnel. Supervises subordinate employees by issuing orders and assigning duty areas. Oversees and evaluates the work performance of subordinates and conducts performance evaluations. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Provides assistance to subordinates in technical areas of work. Conducts drills and evolutions, classroom training, and "on-the-job" training.

Provides for the maintenance of department records. Compiles data, writes reports, and completes assigned forms and records, such as maintenance records, NFIRS reports, incident reports, and preliminary investigation reports.

Maintains an inventory of supplies and equipment, and orders and distributes items as needed. Provides for the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment, including daily radio checks. Inspects station house, building, and facilities to insure compliance with departmental maintenance standards.

Performs pre-fire planning and conducts inspections of businesses, schools, and places of public assembly. Conducts fire drills. Ensures compliance with local fire codes and ordinances, and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority.

Coordinates the work of the department with related agencies. Makes presentations and demonstrations related to fire prevention and safety. Conducts tours of departmental facilities for school or civic groups and participates in special community projects designed to improve public relations or the image of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's License.

Must be a regular and permanent employee in the class of Firefighter/Operator.

Fire Captain BN
Original Adoption: 04-23-02
Revision Dates: 07-22-08

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. Employees of this class are responsible for supervising all employees on an assigned shift, coordinating work schedules and daily activity to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. District Fire Chiefs assist the Fire Chief in budgeting for the department, maintaining department property, and coordinating public relations for the department. Employees of this class work with a high degree of independence, receiving general instruction from the Chief. This class ranks immediately below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on one shift. Assists in setting management policies for the department, and recommends new policies, goals, and objectives. Participates in the research and planning of the department and determines department organization. Monitors local conditions that may become safety hazards. Keeps informed on modern fire fighting methods and administrative practices, and makes recommendations regarding the fire service. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws and regulations to determine if changes in department policies are needed.

Investigates all department incidents and makes recommendations for action to be taken. Assists the Fire Chief in developing a personnel recruitment and selection program, interviews prospective employees, and makes suggestions for hiring. Aids the Fire Chief by keeping promotional eligibility lists and recommends promotions in accordance with civil service law. Promotes peace and harmony within the department, sees that discipline is maintained, counsels employees who are experiencing work problems, and works with employee groups. Delegates authority to subordinates for the more effective operation of the department. Holds meetings with department personnel to receive reports and disperse information, inspect the appearance of equipment and personnel, and assign work areas. Approves leave, evaluates work performance, and reviews employee reports. Discusses employee work performance with superiors, and provides assistance to subordinates in technical areas of work. Resolves employee

grievances, counsels employees experiencing work problems, or recommends disciplinary action to the Fire Chief.

Responds to all emergency calls. Directs subordinate employees at the scene of an emergency, including containing hazardous materials, rescuing persons, providing emergency medical assistance, doing salvage work during the fire, and overhauling after the fire. Performs size-up of an emergency scene and personally acts as part of the fire attack team. Takes charge of safety procedures at the scene and maintains communications between the fire scene and other authorized personnel.

Assists the Fire Chief with the accounting for the assets of the entire department. Aids in the preparation of the budget by gathering and organizing information necessary in compiling the budget. Prepares expenditure and revenue estimates, in addition to authorizing the expenditure of funds. Purchases equipment and supplies in line with the budget.

Assists the Fire Chief with developing a training program for the department, ensuring that it is properly staffed and supplied. Performs and supervises regular employee training at all levels in the classroom, conducts drills and evolutions, and administers informal training for new employees. Oversees training in basic firefighting, apparatus, hoses, first aid, hazardous materials, and salvage and overhaul. Also directs training in pre-fire planning, inspection, investigation, and safety.

Assists the Fire Chief by providing maintenance for all department records, and supervises the preparation and maintenance of all division records. Personally completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and aids the Fire Chief in writing requests for funds to aid in the operation of the fire service.

Supervises the general care and maintenance of fire fighting apparatus and equipment, including communication equipment, vehicles, and station grounds. Directs the testing of equipment, assures that all equipment meets applicable standards, and arranges for maintenance or repairs as needed. Inspects equipment after repairs to see that repairs were properly accomplished. Writes specifications for new department equipment, assists the Fire Chief with overseeing the bidding process, and meets with sales representatives to review products. Maintains inventory of supplies and equipment, orders new equipment, and distributes those supplies to the appropriate personnel.

Directs the inspection of buildings, determines the existence of potential fire hazards, and recommends changes to fire prevention codes. Collects pre-fire planning information by visiting area structures and becomes familiar with any features which might become important in an emergency situation. Investigates the causes of fire, especially those suspected to be the result of arson, and secures the fire scene to prevent the damage of evidence. Oversees collection of arson evidence, assists the Fire Chief in pursuing arson suspects, assists arson investigation personnel, and testifies in court when required.

Aids the Fire Chief in reading department correspondence and deciding what type of action should be taken in reply. Writes official department articles for publication, letters in response to requests, and gives demonstrations to inform the public of fire department work. Assists the Fire Chief with conducting surveys regarding quality of fire service and uses that data to help set new department public relations goals. Acts as department representative to the news media, answers questions from the public about the department, and conducts tours of department facilities for groups. Coordinates special public relations projects with other agencies and acts as a consultant to volunteer fire departments in surrounding areas.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

District Fire Chief BN
Original Adoption: 05-23-16
Revision Dates: 05-23-19

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision and training. The employee of this class is also responsible for directing all operations for fire suppression, emergency medical assistance, and fire prevention and investigation. The Fire Chief has authority and responsibility to perform assigned duties independently, and is accountable to the Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how operating units of the department should be organized. Identifies target areas for improvement in productivity or effectiveness of the department. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations.

Organizes the personnel management functions of the fire department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Develops and implements a safety program for the department. Investigates accidents or injuries involving department equipment and personnel. Evaluates training needs, and establishes and maintains the training program. Serves as an instructor for formal classroom training.

Oversees the supervision of subordinate personnel, outlines responsibilities and duties, and sets task priorities and long-term goals for subordinates. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to assure compliance with department standards. Counsels employees who are experiencing work problems and maintains discipline.

Gathers information to be used in compiling budgets. Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Authorizes the expenditure of funds allocated for departmental operations. Manages the operation of the

general accounting system for the department. Writes requests for grants or other special funds. Prepares specifications for new fire department equipment, and recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required of the appointing authority.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media. Writes letters in response to written or oral requests addressed to the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Directs a program of fire inspections and pre-fire planning. Oversees the inspections of buildings to determine the existence of potential fire hazards. Discusses inspection findings with building owners and managers. Collects information for pre-fire plans by visiting business, schools, and other places of public assembly.

Directs a program of fire investigations. Examines interior and exterior of fire structures to determine point of fire origin and cause. Searches for, and collects evidence, and assists law enforcement personnel in arson investigations.

Oversees the general care, maintenance, and use of departmental alarm and signaling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate **and** at least nine (9) years of

progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief BN

Original Adoption: 10-17-00

Revision Dates: 07-22-08, 01-20-11, 07-17-14, 04-19-18

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties of which include assisting the Fire Chief in short and long-range planning of departmental programs and activities, in research and development of departmental policies, and in preparing the departmental budget. The employee of this class writes reports, correspondence, and news releases for the department, and maintains the records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Administrative Assistant to the Fire Chief exercises supervisory authority over fire department personnel. The incumbent in this class reports directly to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Performs the duties of the Fire Chief in his absence. Sets management policies, goals, and objectives for the department. Participates in the research and planning for department programs and activities and determines how the department should be organized. Conducts inspections of various divisions, evaluates the effectiveness of the divisions following inspections and acts to improve problem areas. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Participates in conferences, conventions, and other educational meetings and stays informed on modern fire fighting methods and administrative practices. Recommends changes in department operations that will help obtain favorable ISO ratings. Reads correspondence addressed to the fire department and investigates all accidents involving department equipment or personnel. Investigates complaints and formulates a recommendation for action to be taken. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Manages the accounting for the money and assets of the entire department. Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the budget and submits an operating budget for the entire department. Prepares expenditure estimates and revenue estimates. Assists the Fire Chief with authorizing the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Participates in developing a personnel recruitment and selection program. Interviews prospective employees, makes recommendations for hiring, and keeps promotional eligibility lists. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, and by meeting and working with employee groups. Works with boards and agencies whose operations affect the work of the department.

Assists the Fire Chief in supervising positions comprising fire suppression, fire prevention, fire training, and fire service support classifications. Delegates authority to subordinates for the more effective operation of the department and holds meetings with personnel. Assists the Fire Chief with supervising department employees by inspecting the appearance of assigned equipment and subordinate personnel, assigning work or duty areas, assigning work schedules, and approving leave. Oversees work performance of subordinates and reviews reports. Aids the Fire Chief by discussing performance of subordinates with superiors, helping subordinates in technical areas of work, and by resolving employee complaints and grievances. Counsels employees who are experiencing work problems and writes employee evaluation reports. Assists the Fire Chief with maintaining discipline by recommending disciplinary action against subordinates.

Assists with developing a training program for the department and sees that such a program is properly staffed and supplied with training resources. Assists the Fire Chief with providing for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training.

Assists the Fire Chief in deciding what information should be included in all records of the department and in what form this information should be kept. Provides for the maintenance of all department records, reviews records completed by subordinates, and periodically inspects record keeping systems. Personally completes any forms or records required. Assists the Fire Chief with preparing payroll records and prepares LFIRS reports. Writes requests for grants or other special funds to aid in the operation of the fire service.

Responds to all alarms or emergency calls for which the department is answerable. Assists the Fire Chief with supervising subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene. Aids the Fire Chief with overseeing forcible entry, ventilation, nozzle and hose handling, exposures, fire extinguishment, and pump operations at the scene. Directs use of sprinkler and standpipe systems and other water supplies. Acts as part of the fire attack team and assists with taking charge of all safety procedures at the scene. Assists the Fire Chief with maintaining communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of emergency personnel and assists the Fire Chief with acting as a coordinator between firefighting

personnel and law enforcement personnel. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel and testifies in court.

Assists the Fire Chief with inspecting buildings to determine the existence of potential fire hazards. Manages the collection of information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Personally tests or directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified personnel. Assists the Fire Chief with arranging for repairs and maintenance of all department equipment and inspects equipment after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment, prepares specifications for public bids, and oversees the bidding process. Meets with sales representative to review products and maintains inventory of supplies. Orders supplies and equipment and distributes to department personnel. Makes recommendations on major purchases for the department.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, and property owners. Answers questions for the public about operation of the fire department or any related areas of emergency services. Manages tours of department facilities for local groups and manages special projects related to public relations. Assists the Fire Chief with coordinating the work of the department with related federal, state, and local agencies, releasing information and giving information when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least ten (10) years of experience in fire department work as a full-time member of a paid municipal department. Work experience should include the performance of administrative duties for a fire department or include background in fire suppression, fire prevention, or fire department training.

Administrative Assistant to the Fire Chief BN

Original Adoption: 05-23-19

Revision Dates:

FIRE SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized fire department position, the primary duty of which includes assisting the Fire Chief in the development, implementation, and continued evaluation of a safety program. The employee of this class conducts accident investigations and periodic inspections of fire department facilities, equipment, and operational practices, as well as maintain documentation of such, in order to identify potential or existing safety hazards. The employee of this class exercises no direct supervision over the line classes; however, the incumbent of this class exercises limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during safety training. The Fire Safety Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the safety division by assisting the Fire Chief with the organization of equipment and personnel as related to the safety procedures of the fire department. Conducts safety inspections of various divisions in the department, observing operations and taking appropriate action to correct or improve problem areas. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Develops a safety program for department personnel and devises methods to evaluate such, making recommendations for improvements as needed. Responds to emergency calls to observe operations for compliance with established safety procedures. Supervises all safety procedures at the scene of a fire or an emergency scene, including emergencies involving hazardous materials. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates all accidents involving department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents. Evaluates potential extent of injuries resulting from accidents. Coordinates with department personnel on the first report of an injury to workman's compensation. Follows up on injury reports as necessary. Identifies and appraises conditions which could produce accidents and financial losses. Conducts research studies to identify hazards and evaluate loss-producing potential of a given operation. Compiles, analyzes and interprets statistical data related to exposure factors concerning occupational illnesses and accidents. Recommends the development of accident and loss control systems and programs for incorporation into departmental policies and procedures.

Conducts research and participates in planning safety related programs and activities of the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if changes are needed in department policy and procedure. Reviews industrial, technical and scientific publications concerned with safety management. Participates in activities of related professional organizations to update knowledge of safety program developments.

Assists the training division with the development and implementation of a safety related training program, meeting staffing and training resource needs. Provides for regular employee training at all levels of the department by evaluating areas of concern for safety training and scheduling such, as assigned by the Fire Chief. Conducts safety training for emergency scene operations, including fire suppression, pumps, forcible entry, salvage and overhaul, hazardous materials, first aid and rescue. Observes and provides training to department personnel in the safe usage of fire fighting apparatus; hydraulics; nozzles and hoses; breathing apparatus; ladders and ropes; tools and safety prescribed equipment, such as glasses, helmets, goggles, respirators and clothing. Demonstrates safety equipment and practices. Participates in classroom training or conducts drills and evolutions in order to provide assistance in safety procedures. Evaluates the effectiveness of training to determine the need for additional training. Makes recommendations for improvements in the safety training program.

Supervises and inspects the general care and maintenance of assigned equipment and property for compliance with occupational safety and health regulations. Writes specifications for new fire department equipment and meets with sales representatives to review products as directed. Makes recommendations on equipment purchases. Prepares expenditure estimates. Purchases equipment and supplies for the division by authorizing expenditure of funds, placing orders and keeping such purchases within the established budget. Gathers information to be used in compiling budgets. Prepares and submits an operating budget for the safety division as directed by the Fire Chief. Writes requests for grants or other special funds to aid in the operation of the fire service.

Supervises preparation and maintenance of the records and reports of the safety division, including records of division activity, personnel records, LFIRS reports or accident and injury reports. Compiles, organizes and analyzes data as required for writing reports. Personally completes all forms as necessary. Writes letters in answer to written or oral requests relating to the work of the safety division. Files records and reports as needed. Inspects systems and facilities for keeping such, as required.

Informs and answers questions from the public about safety division operations by participating in public education programs, talks and demonstrations, or distributing literature. Responds to telephone inquiries relating to areas of emergency services. Assists with coordinating special projects related to public relations or the image of the fire department. Conducts tours of division

facilities as needed. Acts as department representative to the news media, releasing information as directed. Coordinates the work of the department with related federal, state and local agencies or other public service agencies, providing information or assistance with projects of mutual concern as needed. Participates in conferences, conventions and other educational meetings.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years full-time experience with a paid fire department or three (3) years experience in fire service training.

Fire Safety Officer BN

Original Adoption: 05-21-12

Revision Dates: 07-17-14, 04-19-18

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements a training program by evaluating the performance of department employees during training and at the emergency scene, and by maintaining records required to document the activity of the Training Division. The Fire Training Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training activities. The Fire Training Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the training division and performs the duties of the Fire Chief in his absence. Recommends management policies, goals, and objectives for the training division. Assists the Fire Chief with setting goals and objectives for the department and participates in the research and planning for department activities. Assists the Fire Chief with determining how the department should be organized, with conducting inspections of various divisions, and with evaluating the effectiveness of the divisions. Assists with planning and organizing departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Participates in conferences, conventions, and other educational meetings and keeps informed on modern fire fighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists the Fire Chief with reading correspondence addressed to the fire department and studies new laws, regulations, ordinances, and court rulings. Assists the Fire Chief with reviewing legislation and with testifying on proposed legislation before legislative committees.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing appropriate resources. Recommends improvements in the training program and maintains a library of training materials. Coordinates

the movement of fire companies to and from all training activities. Trains personnel by conducting and supervising training in the classroom, conducting drills and evolutions, and providing informal or “on-the-job” training for new employees. Develops job simulation exercises to rate skills acquired during training. Administers and grades training tests. Schedules training for all department employees as assigned by the Fire Chief. Oversees training in basic firefighting, hydraulics, pump operations, fire equipment, rescue, and first aid. Conducts training in ropes, pre-fire planning, forcible entry, and fire streams. Directs training in ventilation, salvage and overhaul, supervision, public relations, and hazardous materials. Trains employees in inspection, fire service laws, investigation, and fire prevention. Prepares lesson plans and written tests. Conducts training in communications and safety. Performs statistical analyses of examinations to determine reliability of the examination, appropriateness of test material covered, level of test material, and adverse impact. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Responds to fires to make notes and take photographs for use in training.

Manages the accounting for the money and assets of the training division of the department. Completes the payment process for disbursements and assists the Fire Chief with gathering information to be used in compiling budgets. Personally handles budget preparation for the training division and prepares expenditure estimates. Assists the Fire Chief with authorizing the expenditure of funds and purchases equipment and supplies.

Analyzes data using statistics. Organizes and analyzes data from polls, surveys, or information gathering devices. Writes narrative reports on matters concerning the operation of the training division, files records and reports, and maintains records for wellness and fitness program. Assists the Fire Chief with making decisions regarding department records. Supervises preparation and maintenance of the records and reports of the training division by reviewing records completed by subordinates and by periodically inspecting records keeping systems. Assists the Fire Chief with preparing payroll records and LFIRS reports. Assists the Fire Chief with writing requests for grants or other special funds to aid in the operation of the fire service.

Participates in developing a personnel recruitment and selection program. Reviews new employment applications, assists the Fire Chief with interviewing prospective employees, and makes recommendations for hiring. Plans for testing for newly hired employees. Assists the Fire Chief with employee’s physical examinations, workman’s compensation claims, and with following up on injury reports. Aids the Fire Chief with group health or workers’ compensation insurance problems, with verifying all insurance with hospitals, and with coordinating the employee assistance program. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, and by working with employee groups. Assists the Fire Chief with investigating complaints and with working with an attorney on legal matters for the department. Works with boards and agencies whose rules and operations affect the work of the fire department.

Delegates authority to subordinates for the more effective operation of the department. Holds meetings with personnel and assists the Fire Chief by inspecting the appearance of assigned

equipment and personnel. Supervises department employees by assigning work or duty areas and by evaluating work performance. Assists the Fire Chief by helping subordinates in technical areas of work, resolving employee complaints and grievances, and by counseling employees who are experiencing work problems. Assists the Fire Chief with maintaining discipline among employees of the department by conducting corrective interviews, and by recommending disciplinary action to the Appointing Authority.

Responds to all alarms or emergency calls. Assists the Fire Chief with supervising subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene and observes emergency scene operations to assure compliance with established safety procedures. Aids the Fire Chief with supervising subordinates during forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and pump operations. Supervises the use of sprinkler and standpipe systems and use of water supplies. Acts as part of the fire attack team and maintains communications between the fire scene and other authorized personnel. Assists the Fire Chief in providing for the needs of emergency personnel at the scene and acts as coordinator between firefighting and law enforcement personnel.

Assists the Fire Chief with inspecting buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes and reviews plans and blueprints for new construction. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the act of an arsonist. Assists the Fire Chief with securing the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel and testifies in court.

Aids the Fire Chief with arranging for repairs and maintenance of all department equipment. Gets estimates on repair costs and determines which repair service should be used. Writes specifications for new fire department equipment, maintains inventory of supplies and equipment, orders supplies, and disburses to department personnel. Makes recommendations on major purchases for the department.

Assists the Fire Chief with writing official department position papers for publication. Answers telephone inquiries about operation of emergency services. Writes letters in answer to requests addressed to the fire department, answers questions for the public, and assists the Fire Chief with coordinating with related federal, state, and local agencies. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least ten (10) years full-time experience with a paid fire department or five (5) years' experience in fire service training.

Fire Training Officer BN Original Adoption: 05-23-19 Revision Dates:
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FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the repair and maintenance of fire department vehicles and equipment. Employees of this class make repairs to fire apparatus and fire apparatus equipment, perform maintenance tasks and adjustments on fire department vehicles and equipment, and organizes replacement parts for fire vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Fire Department Mechanics perform duties independently in most areas, performing special task assigned with only general instructions, and report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts, such as fan and fan belts, fuel lines and filters, oil seals and PCV systems, batteries, spark plugs and cables and other parts as necessary. Performs maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Installs necessary replacement parts to such systems, such as replacing drum, disc or power brakes, clutches and transmissions, mufflers, tires and wheel bearings.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, crankshaft, gaskets or valves. Performs maintenance and repairs to diesel engines which may include adjusting or replacing scavenging-air compressors, governors, fuel spray nozzles and turbochargers. Repairs fire apparatus hydraulic equipment, such as pumps, aerial ladders, and hydraulic motors and cylinders. Inspects, maintains, and repairs fire hoses, hose couplings and attachments on fire apparatus.

Performs general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing and adding oil, and adjusting headlights, as needed in order to assure peak performance. Replaces and installs accessories on automotive equipment, such as windshield wipers, lights and flashers as needed. Changes air filters on air conditioning and heating systems. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment.

Provides for the repair and maintenance on portable equipment and small power tools, such as portable generators and pumps, power saws and water towers, lawn mowers and edgers, and any department equipment as required. Refills self-contained breathing apparatus using the cascade system. Installs, maintains, and repairs overhead doors.

Diagnoses mechanical problems from information received from fire department personnel. Reads service manuals, parts books, and any other written material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations.

Conducts required safety inspections on all department vehicles, including inspecting equipment after repair. Determines if firefighting apparatus involved in an accident is safe for continued use.

Locates and arranges for outside services for repair and maintenance of department equipment or vehicles when needed. Transports, delivers, and pick ups equipment for repair or maintenance by driving department vehicles. Inspects, tests and ensures completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished.

Maintains inventory of supplies and parts necessary to perform the work in the maintenance division. Organizes and stores supplies and parts as required. Assists the Fire Chief in the purchase of supplies, equipment and parts which may include meeting with sales representatives, reviewing products and evaluating specifications for purchases within the maintenance division. Assists the Fire Chief in preparing expenditure estimates. May gather information to be used in compiling budgets.

Completes any forms and records required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than 18 years of age.

Fire Department Mechanic BN

Original Adoption: 02-21-08

Revision Dates: 01-20-11, 07-17-14, 04-19-18

HUMAN RESOURCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses an administrative position which is responsible for the Human Resource function in the fire department, the primary duties of which include assisting the Secretary to the Fire Chief in maintaining employee benefit programs, processing payroll, and updating or creating departmental policies and procedures concerning the hiring process. The employee of this class writes reports, correspondence, and maintains a records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Human Resource Officer exercises no supervisory authority over fire department personnel. The incumbent in this class reports directly to and has work reviewed by the Secretary to the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages the operation of the human resources division. Assists in developing management policies and reviews policies for accuracy and compliance. Participates in conferences, conventions, and other educational meetings. Keeps promotional eligibility lists in accordance with civil service law and works with boards or agencies whose operations affect the department and its employees. Studies new laws, regulations, ordinances, and court rulings relating to the department to determine if changes in policies and procedures are needed. Plans and organizes personnel operations in the department, maintains employee roster, and sees that all personnel policies conform to EEOC standards. Reviews new employment applications, verifies the information provided, and assists the Secretary to the Fire Chief with scheduling prospective employee interviews. Performs all functions associated with employee separation and vacations. Coordinates all communication with applicants. Develops a hiring time line, distributes applications to interested persons, and ensures that applicants complete all paperwork. Holds meetings with personnel to receive reports and disseminate information. Receives department employment records, checks for errors, and returns to personnel for corrections.

Aids the Secretary to the Fire Chief in managing the accounting for the money and assets of the department and prepares payroll records. Prepares federal and state tax reports for the department and assists auditors. Develops and submits budgetary correspondence. Assists department personnel in the maintenance of budget and accounting records, compiles fiscal data, and identifies budget issues. Communicates with vendors to establish accounts, reconciles differences in accounts, and ensures accurate payment is received. Processes checks for

disbursement. Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Prepares employee time records and payroll checks. Assists the Secretary to the Fire Chief in coordinating worker's compensation claims and insurance problems. Works as a liaison with doctors' offices when group health insurance plans change.

Provides for the maintenance of all department records. Compiles and organizes data needed for reports. Sets up a filing system, revises system when necessary, and retrieves records from the files. Keeps records on the location of materials removed from files and traces missing files. Opens, sorts, and distributes incoming mail, places and answers telephone calls, and schedules appointments.

Acts as receptionist to visitors and directs them to the appropriate personnel. Handles any routine requests by visitors to the office. Assists the Secretary to the Fire Chief in responding to requests addressed to the fire department. Types any assigned documents and takes minutes at meetings. Writes newspaper articles or other department position papers for publication. Aids the Secretary to the Fire Chief in answering questions from the public about the operation of the fire department.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must possess five (5) years of human resource related experience.

Human Resource Officer BN
Original Adoption: 12-01-16
Revision Dates: 04-19-18